


## Downloading Classlist and Student Information

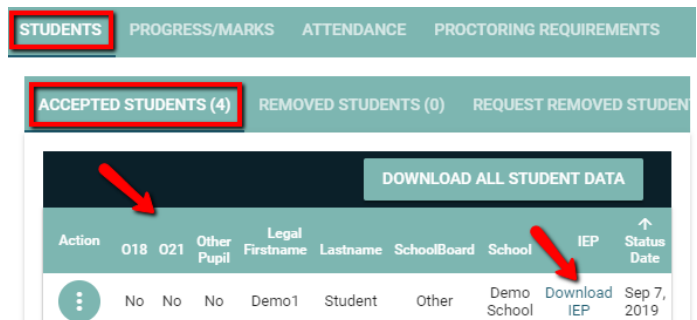
PRISM allows you view and/or download your classlist as well as detailed information about each of the students in your class, including all of their contacts. To do so, please:

Go to **Classes**, click the action button  next to one of your classes, and select **View**. (Note: if you have several classes, you can choose to **Filter by Semester** by clicking the **Show Filters** button).


Under the **Students – Accepted Students** tab, you will see a list of students currently in the class. You can also click the **Removed Students** and **Request Removed Students** tabs to see those students who have been removed or who are awaiting removal.

In this view, you will see the following information for each of your students:

- **O18** – students over the age of 18.
- **O21** – students over the age of 21.
- **Preferred First Name**
- **Legal First Name**
- **Last Name**
- **School Board** – the School Board in which the student is enrolled
- **School** – the School in which the student is enrolled
- **IEP** – if the student has an IEP, you can download it here by click the **Download IEP** link. (Note: it is still very important for you to determine all of the students in your class who have IEPs. Occasionally, a GC may miss checking the box and/or uploading the student's IEP, in which you case you will need to contact them directly... You can acquire their contact information by downloading all student data OR you may choose to use the **Dialogue** tool as per the separate instructions).
- **Status Date** – the date on which the student was accepted into the course.



The screenshot shows the PRISM interface with the following elements:

- Top navigation bar: **STUDENTS** (highlighted with a red box), PROGRESS/MARKS, ATTENDANCE, PROCTORING REQUIREMENTS
- Sub-navigation bar: **ACCEPTED STUDENTS (4)** (highlighted with a red box), REMOVED STUDENTS (0), REQUEST REMOVED STUDENTS
- Table header: Action, O18, O21, Other Pupil, Legal Firstname, Lastname, SchoolBoard, School, IEP, Status Date
- Table row:  No, No, No, Demo1, Student, Other, Demo School, **Download IEP** (highlighted with a red arrow), Sep 7, 2019
- Buttons: **DOWNLOAD ALL STUDENT DATA** (highlighted with a red arrow)

To view more detailed information, click on the Action



button next to a student's name and select **View**. A pop-up will appear containing all of the information listed to the right. Here you can also download a student's IEP from this view as well as obtain additional contact information for the student, their parent(s), and their GC.

**Academic Information**  
 Ontario Education Number (OEN): 111111111  
 Board SIS:  
 School Board: Other  
 School: Demo School  
 Guidance: Demo GC todd\_pottle@kprdsb.ca

**Contact Information**  
 Legal First Name: Demo1  
 Middlename:  
 Last Name: Student  
 Preferred First Name (If different then Legal):  
 Home Phone Number: 5555555555  
 Cell Phone Number:  
 Email: todd\_pottle@kprdsb.ca  
 Additional Email:  
 Parent's email: noemail@email.com

**Mailing Address**  
 Street: 123 Fake Street  
 City/Town: Fake Town  
 Province: Ontario  
 Postal Code: A1A1A1  
 Country: Canada

**Personal Information**  
 Birth Date: 2004-10-13  
 Gender: M  
 Date of Entry into Secondary: 2018-09-04  
 IEP: Yes  
 Download IEP  
 the student is enrolled in a SHSM program: Electrical

**Citizen Information**  
 First Language:  
 Citizenship:  
 Birth Country: Canada  
 Birth Province:  
 Status in Canada: Citizen  
 Verification: Birth Certificate

To acquire even more detailed information, including contacts, click the **Download All Student Data** button **DOWNLOAD ALL STUDENT DATA**, then click **Open File** when prompted following the download. The file will open in Excel, making available all of the data listed to the right. Here you can obtain additional contact information for the student, their parent(s), their GC, their Spec Ed Contact (if applicable), and their VP and acquire any additional information you should be aware of (such as extenuating circumstances).

Semester	IEP
Course Name	Extenuating Circumstances
Registration Date	SHSM
O18	SHSM Program
Legal First Name	Home School Board
Preferred Name	Home School
Middle Name	School Phone
Last Name	School Fax
Gender	Guidance Contact
OEN	Guidance Email
Phone	Vice Principal
Cell Phone	Vice Principal Email
Email	Vice Principal Phone
Additional Email	Special Education Contact
Parents Email	Special Education Email
Parents Email2	Special Education Phone
English Language Learner	

**EXCEL TIP**

To see the data better, select the entire sheet by clicking here... Then, click the **Home** tab (top left), followed by **Format – AutoFit Column Width**

	A	B	C
1	Stat	Status Dat	Semester
2	rr	#####	Semester
3	w	#####	Semester
4	a	#####	Semester